

## CHARTER SCHOOL ANNUAL REPORTING TOOLKIT

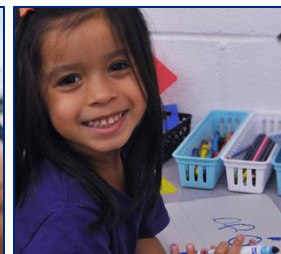


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### I. OVERVIEW:

In accordance with Section 10-66cc of the Connecticut General Statutes (C.G.S.), charter schools must submit annual reports to the Connecticut State Department of Education (CSDE), providing updates aligned to the CSDE's charter school performance framework (see Appendix D) and standards outlined below:

1. **School Performance:** Is the school a successful model resulting in strong student outcomes and a positive school climate?
2. **Stewardship, Governance, and Management:** Is the school financially and organizationally healthy and viable?
3. **Student Population:** Is the school promoting equity by effectively attracting, enrolling, and retaining students, particularly among targeted populations?
4. **Legal Compliance:** Is the school acting in compliance with applicable laws and regulations?

The purpose of this toolkit is to provide guidance regarding:

- **Annual Reports:** Charter schools provide annual updates, including quantitative and qualitative data, illustrating school progress, performance, and viability aligned to the CSDE's performance framework.
- **Annual Enrollment Requests:** Charter schools provide annual enrollment information, growth projections, and seat requests, and may seek enrollment waivers. The annual report must substantiate such requests, particularly around school performance and capacity to expand.



Following the collection of each school's annual report, the CSDE prepares a Best Practices Report summarizing performance within and across Connecticut's charter school sector, as well as a sampling of best practices submitted by charter schools aligned to the CSDE's performance standards.

## II. ANNUAL REPORTING PROCESS:

The annual report (see Appendix A) serves as a charter school's annual performance report and preliminary enrollment request. Every year, all charter schools engage in the following process:

Annual Reporting Cycle	Description:
1. <b>Annual Report Deadline</b> September #, 2015	By 4:00 p.m., the charter school submits an annual report and preliminary enrollment request for the following school year.
2. <b>Release of Best Practices Report</b> Fall 2015	The CSDE issues a report on Connecticut's charter school sector, including school performance and overarching best practices.
3. <b>Enrollment Request Update</b> April #, 2015	The charter school confirms requests for additional seats and enrollment waivers (if applicable) for the following academic year.
4. <b>SBE Seat Allocations</b> July #, 2015	The SBE apportions available seats and approves enrollment waivers (if applicable).

## III. SUBMISSION INSTRUCTIONS:

By 4:00 p.m., on [INSERT DAY], Month X, 2015, charter schools must submit:

1. An annual report (see Appendix A);
2. Signed Statement of Assurances (see Appendix B); and
3. Preliminary enrollment request (see Appendix C).

Submissions must include the requisite signatures and be submitted in PDF format to: [Robert.Kelly@ct.gov](mailto:Robert.Kelly@ct.gov). Annual reports should not exceed 6 pages, using the template provided in Appendix A. The text should be printed using 11-point font.

If you have any questions, please contact the CSDE Charter School Office by phone (860-713-6574) or email ([Robert.Kelly@ct.gov](mailto:Robert.Kelly@ct.gov))



## APPENDIX A: CHARTER SCHOOL ANNUAL REPORT

PART 1: SCHOOL INFORMATION AND EXECUTIVE SUMMARY	
Name of Charter School:	Year School Opened:
Street Address:	City/Zip Code:
School Director:	School Director Contact Information:
Grades Authorized to Serve:	Charter Term:
<p>1. <b>Executive Summary:</b> Provide a cover letter or executive summary highlighting school progress, performance, and accomplishments for the school year ending. Include a brief narrative on the school's unique model and student population.</p>	
<div>DRAFT</div>	

## PART 2: SCHOOL PERFORMANCE

2. **School Goals:** State the school's mission statement. Provide the school's mission-specific, measurable goals. Analyze school progress toward these goals, providing data as appropriate.

Mission Statement:

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Goal Statement:

Evidence of Progress toward Goal:


3. **Student Achievement:** Provide data summarizing school performance and academic achievement. Using the blank space provided, include data evidencing student growth and progress toward closing achievement gaps, including an analysis of normed benchmark assessment data.

Performance Metric:	2010-11:	2011-12:	2012-13:	2013-14:
Average daily attendance rate:				
Chronic absenteeism rate:				
Number of in-school suspensions:				
Number of out-of-school suspensions:				
Number of expulsions:				
Cohort graduation rate (if applicable):				
Holding power rate (if applicable):				
Overall School Performance Index (SPI):				
Overall host District Performance Index (DPI):				

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4. **Best Practice:** In 250 words or less, summarize an emerging best practice at your school in the areas of academics, instruction, or school climate (e.g. extended instructional time, supports for English language learners, positive behavior management, college access). Describe the concrete strategy and its impact on student learning and/or the school climate referencing quantitative data.

### PART 3: STEWARDSHIP, GOVERNANCE, AND MANAGEMENT

5. **Financial Audit:** As required by C.G.S. § 10-66cc(b)(2), submit a certified audit statement of all revenues from public and private sources and expenditures.

6. **Financial Condition:** Provide the following financial data for FY 2015.

Total margin (net income / total revenue):	
Debt to asset ratio (total liabilities / total assets):	
Debt service coverage ratio (net income + depreciation + interest expense) / (principal + interest payments):	
Current asset ratio (current assets / current liabilities):	
Days of unrestricted cash ((total expenditures - depreciation) / 365):	
Cash flow (change in cash balance):	

7. **Governing Board:** Consistent with C.G.S. § 10-66bb(d)(3)(A), provide the following information for all governing board members.

Name:	Occupation:	Board Role/Term:	Email:	Background Check:
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

8. **Renewal Terms and Conditions:** Provide an update on terms and conditions established in the charter school's most recent renewal; summarize actions taken and progress data to substantiate efforts to address such terms and conditions of renewal.



Standard/Indicator:	Term or Condition:	Progress Update:

9. **Best Practice:** In 250 words or less, summarize an emerging best practice at your school in the areas of stewardship, governance, and management (e.g., financial management, technology, school operations). Describe the concrete strategy and its impact on the school referencing quantitative data.

#### PART 4: STUDENT POPULATION

10. **Enrollment and Demographic Data:** Provide 2014-15 student demographic and enrollment information.

Grades Served:		% Black:	
Student Enrollment:		% Hispanic:	
% Free/Reduced-Price Lunch:		% Caucasian:	
% Special Education:		% Asian:	
% Limited English Proficiency:		% Other Ethnicity:	

#### 2014-15 Enrollment by Grade Level:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total

11. **Waitlist Data:** Provide waitlist totals below, illustrating demand and community support for the school.

2011-12 Waitlist:	2012-13 Waitlist:	2013-14 Waitlist:	2014-15 Waitlist:

12. **Best Practice:** In 250 words or less, summarize an emerging best practice at your school in the areas of student populations (e.g., family and community engagement, recruitment processes, retention strategies). Describe the concrete strategy and its impact on the school referencing quantitative data.



## APPENDIX B: STATEMENT OF ASSURANCES

It is imperative that charter schools – as with all other public schools – adopt and uphold the highest ethical and legal standards while delivering excellent academic opportunities for students and their families.

As the authorized representative of [INSERT SCHOOL NAME], to the best of my knowledge, I affirm that:

1. All board members and staff have satisfactorily completed background checks, including a state and national criminal records check and a record check of the Department of Children and Families Child Abuse and Neglect Registry.
2. If applicable, all charter school management organization (CMO) staff members have satisfactorily completed background checks, as described in (1).
3. All contractors, if the nature of the contractor's work entails close proximity to students in the judgment of the Governing Board, have satisfactorily completed background checks, as described in (1).
4. Records of any and all background checks are on file at [INSERT SCHOOL NAME] and available for random audit by the Connecticut State Department of Education (CSDE).
5. [INSERT SCHOOL NAME] has adopted written anti-nepotism and conflict of interest policies, and that no member or employee of the Governing Board has a personal or financial interest in any asset, real or personal, of the charter school.
6. No board member of [INSERT SCHOOL NAME] serves on the board of another charter school or CMO.
7. All public funds received by [INSERT SCHOOL NAME] have been, or are being, expended prudently and in a manner required by law.
8. All Governing Board meetings are open and accessible to the public, and that [INSERT SCHOOL NAME] has posted, and continues to post, on any Internet website that the Governing Board operates, the schedule, agenda, and minutes of each Governing Board meeting, including any meeting of a subcommittee of the Governing Board.
9. [INSERT SCHOOL NAME] does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

By signing this Statement of Assurances on behalf of the Governing Board of [INSERT SCHOOL NAME], I acknowledge that I understand the terms contained herein and affirm the validity of each statement to the best of my knowledge. I further understand that [INSERT SCHOOL NAME] may be subject to random audit by the CSDE to verify these statements.

**Signature:**

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**Name of Board Chairperson:**

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**Date:**

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## APPENDIX C: [SCHOOL YEAR] PRELIMINARY ENROLLMENT REQUEST

**Directions:** On an annual basis, charter schools must submit an enrollment request for the following school. The State Board of Education considers enrollment requests in the context of each school's charter and record of student achievement.

C.G.S. § 10-66bb(c)(2) places an enrollment cap on the number of students that a state charter school may enroll. However, charter schools with a demonstrated record of achievement may seek a waiver. If the submitted [SCHOOL YEAR] enrollment request requires an enrollment waiver, please specify that below.

1. Complete the table below providing the school's enrollment and growth history. Submit an enrollment request and growth projections for the upcoming school year.															
School Year:	Actual Enrollment:														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2011-12															
2012-13															
2013-14															
2014-15															
School Year:	[SCHOOL YEAR] Enrollment Request:														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2015-16															
2. Based on the request entered above, is the school seeking a waiver to the enrollment cap described in C.G.S. § 10-66bb(c)(2)?														<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Provide a rationale for the enrollment request, including a synopsis of all relevant assumptions.															
4. Summarize the school's plans to successfully expand and accommodate the needs of the students served (e.g., programming, staffing, facilities, and class size).															



## APPENDIX D: CHARTER SCHOOL PERFORMANCE FRAMEWORK

The Connecticut State Department of Education's (CSDE) charter school performance framework promotes clear and transparent expectations for all charter schools. The four performance standards are central to measuring schools' efficacy and viability, and align to state law and national best practices among charter school authorizers, as accumulated by the National Association of Charter School Authorizers. Within each standard area, the framework identifies a series of indicators used to evaluate charter schools. The framework drives the CSDE's charter school accountability systems and processes, including initial approval decisions, annual monitoring, and renewal determinations.

### Performance Standards:

- 1. School Performance:** Is the school a successful model resulting in strong student outcomes and a positive school climate?
- 2. Stewardship, Governance, and Management:** Is the school financially and organizationally healthy and viable?
- 3. Student Population:** Is the school promoting equity by effectively attracting, enrolling, and retaining students, particularly among targeted populations?
- 4. Legal Compliance:** Is the school acting in compliance with applicable laws and regulations?

Performance Standards:	Performance Indicators:
1. School Performance	1.1. Student Achievement, Growth, and Gap Closure 1.2. Mission-Specific Goals 1.3. School Culture and Climate 1.4. Instruction 1.5. Academic Program 1.6. Supports for Special Populations
2. Stewardship, Governance, and Management	2.1. Fiscal Viability 2.2. Financial Management 2.3. Governance and Management 2.4. Organizational Capacity 2.5. Accountability Measures 2.6. School Facility
3. Student Population	3.1. Recruitment and Enrollment Process 3.2. Waitlist and Enrollment Data 3.3. Demographic Representation 3.4. Transfer/Retention Rates 3.5. Parental and Community Support
4. Legal Compliance	4.1. Signed Statement of Assurances 4.2. Open Public Meetings